


29 AUG 1985

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	LET'S ALL BE THANKFUL THAT WE BELONG TO A GOOD OUTFIT
	

REMARKS:

<b>TRANSMITTAL SLIP</b>		<b>DATE</b> 24 Al 33	
<b>TO:</b> A D/OL			
<b>ROOM NO.</b> 2B07			
<b>REMARKS:</b>  AEO mp EO III D/L C/PAPS			
<b>FROM:</b>			
<b>ROOM NO.</b> 7D18	<b>BUILDING</b> HQ	<b>EXTENSION</b>	

FORM NO. 241  
1 FEB 55

REPLACES FORM 36-8  
WHICH MAY BE USED.

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S-E-C-R-E-T

23 August 1983

## MEMORANDUM FOR THE RECORD

SUBJECT: Office of Logistics Third Quarterly Review

1. The Office of Logistics' Quarterly Review was held on 10 August 1983. The Office Director opened the meeting and presented the first speaker, [redacted]

25X1

2. [redacted] discussed the Quality Circle Program in the Printing and Photography Division (P&PD). This program, which is made up of seven teams, represents a long-term commitment to improve the quality of worklife, the quality of the product, and the productivity of the organization. A consultant who reviewed the Quality Circle Program was impressed with the types of problems the employees have identified. As part of this program, a customer satisfaction questionnaire was sent to 192 organizations throughout the Agency. The responses will be summarized and a report will be prepared. The participants and OL management are enthusiastic about the Quality Circle Program.

25X1

3. This objective was followed by a review of the upgrade of the [redacted] discussed the renovation projects to improve this facility which was built in 1917. The projects include: renovation of the Headquarters building, improvements to the existing quarters, and installation of double-wide trailers to alleviate the housing shortage. For 1984, additional projects are planned, including replacement of some of the antiquated vehicles.

25X1

4. [redacted] gave the next presentation on "Automation of Vehicle Dispatching." He discussed the plans to use an automated data base to store and retrieve advance requests for pickups. [redacted] said the Motor Pool facility is getting two Delta Data terminals and he expects the project to be operational by mid-September. The dispatchers will take a basic VM course. [redacted] also discussed the morale problem in the Motor Pool. He said most of the changes have been accepted and only a small percentage (5-10%) of the people are unhappy.

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5. The next objective, "Construct 50,000 Net Square Feet of Space [redacted] was presented by [redacted] He said all floors and the roof slabs have been poured. The building will be weather-enclosed by October, and the first floors should be ready for occupancy by March 1984. Security during construction is being provided by four contract employees who are experienced at observing construction.

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ALL PORTIONS SECRET

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6. The status of the Executive Dining Room (EDR) was discussed by [redacted] He said improvements have been made and the menu has been expanded. [redacted] said that a consultant who will arrive mid-September, will make recommendations for additional changes. 25X1  
25X1

7. In the interest of time, [redacted] quickly reviewed the next topic, "Takeover of the Power Plant from GSA." He said the Agency has not received a proposal from GSA and that it is unlikely that the power plant takeover will be considered before the [redacted] issues are settled. 25X1  
25X1

8. [redacted] continued with an "Update on Construction [redacted] Building." He said the design has been completed and the contract will be awarded in September for the [redacted] project will probably be completed in September. There is much work to be done inside and it will be six months before the building is occupied. [redacted] said the [redacted] project is going satisfactorily and occupancy is planned for late November. 25X1  
25X1  
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25X1

9. The final presentation on "Equal Employment Opportunity (EEO) - New Initiatives" was given by [redacted] She said that while the percentage of blacks in OL is higher than in other Agency offices, the percentage is going down. [redacted] said that statistics received from the Office of Personnel are discouraging. In order to combat this trend, OL has been looking at ways to recruit minorities. The office will begin a co-op program with George Mason University which will have a Logistics Management course of study and the office will actively recruit at local high schools which have vocational programs. OL has an agreement with the Office of Security to administer "up-front" polygraphs to these applicants until five are hired. The successful applicants will begin work before a full security investigation is completed, with the same restrictions that are applied to summer-only employees. 25X1  
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10. The presentations were informative and well received. Copies of the view graphs are attached.

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Attachment

DDA/MS [redacted] (19Aug83) 25X1

Orig - file (w/att)

1 - DDA Chrono (w/o att)

1 - DDA/MS Chrono (w/o att)

1 - D/OL, [redacted] (w/o att) 2

25X1

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